



# MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT  
OPERATING  
REGULATION  
NUMBER

DOR  
1.540

|   |                                   |                            |                      |                       |
|---|-----------------------------------|----------------------------|----------------------|-----------------------|
| CHAPTER<br>General Department                         | SUBCHAPTER<br>Travel and Expenses | EFFECTIVE DATE<br>7/1/09   | NUMBER OF PAGES<br>2 | PAGE NUMBER<br>1 of 2 |
| SUBJECT<br>Assignment of State Vehicles               |                                   | AUTHORITY<br>630.050, RSMo | HISTORY<br>See below |                       |
| PERSON RESPONSIBLE<br>Deputy Director, Administration |                                   |                            | SUNSET DATE 7/1/12   |                       |

**PURPOSE:** Prescribes policy for assignment of state vehicles within the department.

**APPLICATION:** Applies to all department facilities.

(1) Permanently assigned vehicles are dedicated to a single job function or individual based on travel needs for a semi-permanent time period. State vehicles shall not be permanently assigned unless they are assigned to:

- (A) An individual traveling more than 15,000 miles per year in the conduct of state business; or
- (B) Job functions/employees requiring specialty use vehicles; or
- (C) Job functions requiring frequent transportation in the performance of specific duties (e.g. mail, delivery, facility support vehicles, etc.); or
- (D) A person specifically identified by the Department Director. The Department Director must determine there is a compelling benefit to the state and document in writing that they support and approve of the assignment.

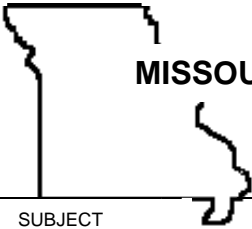
(2) State vehicles shall not be used in a commuting capacity solely by virtue of an employee's position or for non-de minimis personal benefit as defined by the Internal Revenue Service.

- (A) Exempt commuting shall not be allowed in state vehicles unless:
  - 1. The employee works from his/her home and the agency has determined that it is unreasonable for the employee to pick up or drop off the vehicle each day; or
  - 2. The employee is subject to 24-hour call and must operate a qualified non-personal vehicle; or
  - 3. It occurs in conjunction with official travel and is considered occasional and de minimis.

(B) Reportable commuting where there is a compelling benefit to the state may only be permitted upon recommendation of the Department Director and subsequent approval from the State Fleet Manager. The Department Director may not delegate this responsibility. State agencies must send a completed *Commuting Authorization Request Form* signed by the Department Director to the State Fleet Manager for approval.

(3) Pool vehicles are general use vehicles available for temporary assignment to multiple individuals.

- (A) Pool vehicles should average at least 15,000 miles per year.
- (B) Pool vehicles should be used when available and where more cost effective than other options.



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(4) Failure to comply or assure compliance with the provision of this Department Operating Regulation may be cause for disciplinary action, including dismissal.

(5) Quality Assurance. This DOR for the assignment of state vehicles to individual employees will only be effective if proper tracking is completed and by appropriate staff. It is the responsibility of the facility's motor pool, safety coordinator or designee to ensure that all requirements are fulfilled by an employee to be assigned a permanent state vehicle, especially under the conditions stated in section (1)(A), where the individual must travel a minimum of 15,000 miles per year. Gross abuse of any stated requirements should be reported up to the facility superintendent level. He or she should then report to the division director. The division director should report to the department director, because it is stated that the "department director must determine if there is a compelling benefit to the state and document in writing that he or she support and approve of the assignment." Similarly, an employee's request for a permanently assigned state vehicle must be approved by the facility superintendent prior to it being routed up to the division director's level.

*History: Original DOR effective September 1, 1999. Amendment effective September 1, 2002. Amendment effective September 1, 2002. Amendment effective July 1, 2006. On July 1, 2009, the sunset date was extended to July 1, 2012.*